Submitting an Attorney Bar Renewal Electronically to the Fifth Circuit:

NOTE: To renew the bar membership electronically the attorney must be an ECF filing user.

Attorney Bar Renewals must be submitted by the registered attorney only. Attorneys may not submit bar renewals on behalf of other attorneys.

Turn off pop-up blockers in your browser.

- 1. Log in to CM/ECF electronic filing system.
- 2. From the Startup page, select the menu option 'Utilities'.
- 3. Select the option 'Bar Renewal'.



- 4. Be sure to read the instructional text provided.
- 5. Select from the 'Fee Waiver Reason' drop-down list, if applicable.
- 6. Uploading a document is not required, however if you wish to provide additional information, related to the bar renewal, you may click the [Browse] button and upload the document. Enter the description of the document in the 'Description' field.
- 7. Click the [Pay Now and Submit Renewal] button to launch the Pay.gov website.
- 8. Click the [Submit Documents] button, if a fee is not applicable.

Bar Renewal	
Jurisdiction:	5th Circuit Court of Appeals
Fee Waiver Reason:	A Waiver Not Applicable 🔻
	·
MSG 15	
A document is not required. If you choose to provide additional in	formation related to the bar renewal, you may do so.
 If you are claiming exemption under 5th Cir.R.46.1 as a Court Appointed Attorney, U.S. Counsel, or Newly Graduated Military Attorney, a renewal fee is not required. Select the appropriate fee waiver reason from the drop-down list above and click the 'Submit Renewal' button. If your attorney designation does not qualify you for a fee waiver, select the option 'A Waiver Not Applicable' above and click the 'Pay Now and Submit Renewal' button to be transferred to the pay.gov website. 	
New Renew Pending Re	
Date Renewed: 01/22/2015 Projected Renewal Date: 01/22/2020 Fee Amount: \$50.00	
Document: Browse	Description:
Add Anoth	er Document
Pay Now and Submit Renewal Cancel	

Submitting a Payment via the Pay.gov website

The 'Online Pay.gov Payment' window will launch.

Option 1: ACH Debit - Paying from a bank account.

Enter Payment Information. The mandatory fields are marked with "red asterisks". Click the [Continue with ACH Payment] button.



System Message

• The system has populated the Payment Date with the next available payment date.

Online Payment	Return to your originating application
Step 1: Enter Payment Information	1 2
Pay Via Bank Account (ACH) About ACH Debit	
Required fields are indicated with a red asterisk *	
Account Holder Name: Sample Attorney Payment Amount: \$50.00	
Account Type: *	
Routing Number: *	
Account Number:	
Confirm Account Number:	
Check Number:	
Routing Number Account Numbe	
Payment Date: 01/29/2015	,
Select the"Continue with ACH Payment" button to continue to the next Continue with ACH Payment	step in the ACH Debit Payment Process.

Option 2: Credit Card Payments.

Enter Pay via Plastic Card Information. The mandatory fields are marked with "red asterisks" (*). Click the [Continue with Plastic Card Payment].

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)	
Required fields are indi	cated with a red asterisk *
Account Holder Name:	
Billing Address:	*
Billing Address 2:	
City:	
State / Province:	>
Zip / Postal Code:	
Country:	United States * VISA DISCRIPER DISCRIPER
Card Type:	* VISA MANGET DISCHARE
Card Number:	* (Card number value should not contain spaces or dashes)
Security Code:	* Help finding your security code
Expiration Date:	▽ */
Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process. Continue with Plastic Card Payment Cancel	

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

AUTHORIZING THE PAYMENT

The 'Authorize Payment' screen will launch.

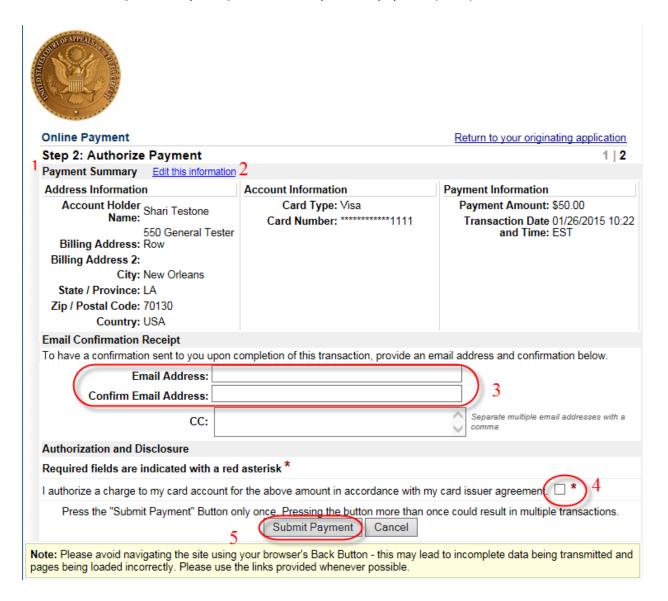
Review the 'Payment Summary' information (ref. 1).

Click 'Edit this information' to make changes, if necessary (ref. 2).

Email Confirmation Receipt: Enter the email address to receive an email confirmation of the payment (ref. 3).

Authorization and Disclosure: Click the box to authorize payment (ref. 4).

Click the [Submit Payment] button to complete the payment (ref. 5).



From the 'Receipt' screen, users may print a receipt for the completed transaction.

Your payment is complete, and your request has been sent to the court. Click here to print this receipt.

Transaction ID: 05-164257-484 Payment Date: 01/26/2015

Amount: \$50.00

Fee Type: Attorney Renewal

You can click the Close Window button and log out of CM/ECF.

Close Window

Click the [Close Window] button.